



VANCOUVER
AIRPORT
AUTHORITY

July 15, 2010

**Supervisor, Stores & Inventory – Purchasing & Contracting Services Department
Full-time Term (6 months)**

The Vancouver Airport Authority has full-time, term position for a Supervisor, Stores & Inventory in the Purchasing & Contracting Services Department. The successful candidate will supervise and provide direction to the Storekeeper, Mail Clerk/Receiver, Mail Delivery Clerk and other staff as assigned. He or she will carry out purchasing of established inventory (i.e., stock) and one-time purchases as required.

Key responsibilities include:

- Managing Stores staff to ensure all activities are performed to a high standard in a team oriented, customer service driven environment
- Leading the Stores team in an effective and efficient manner to ensure that:
 - Inventory is maintained to an appropriate level, thereby reducing the number of “zero stock” items to a minimum
 - Inventory counts are carried out once per quarter for all stores
 - Periodic reviews are carried out to dispose of obsolete stock
 - Key positions are covered during leaves
 - Safety procedures are adhered to by staff and regular inspections of stores are carried out
 - Receiving and mail delivery are available during core hours
 - Non-inventory and capital inventory stock items are maintained efficiently
- Assisting buyers in establishing new suppliers for inventory items
- Assisting in the preparation of the annual departmental budget
- Assisting Storekeeper during absences/leaves and becoming familiar with stock items and inventory

Key qualifications include:

- Completion of high school; university degree and Certificate in Purchasing Management or equivalent considered an asset
- Minimum of 3 years' warehouse/stores and purchasing experience including experience in an industrial setting
- Exceptional communication skills, both written and verbal, with both external and internal customers at all levels of the organization
- Proven logistic, distribution and inventory management skills with the ability to manage inventory asset
- Strong computer skills including MS Word; purchasing/receiving and inventory management software such as Oracle and Maximo preferred
- Ability to deal with stressful situations and cope with multiple demanding priorities
- Ability to use stores equipment including forklift trucks
- Proven decision making skills
- Excellent leadership and people management skills in order to establish a conducive team atmosphere

This position is open to Vancouver Airport Authority employees and external candidates. Previous job performance will be taken into consideration for all internal candidates that apply for this position.

We are committed to employment equity and welcome applications from everyone, including women, aboriginal peoples, persons with disabilities and members of visible minorities.

Reference no.: 10-07

To apply, please visit www.yvr.ca > Careers > Current Opportunities and complete our online application form